

Information Services Department Departmental Credit Card Usage Policy

Last Updated: 5/22/03
Approved By: Richard Anderson

Overview

ISD has a Visa card that is used to charge various purchases such as hotel and travel reservations. This card is in the name of the department Director however, so it is imperative that each charge be thoroughly documented so that she/he is able to answer for them, when necessary.

Authorization

Only ISD/Administration personnel are authorized to place charges on the departmental credit card. If a particular charge does not meet the requirements of an appropriate use as defined below, either the Director or Assistant Director must approve the charge in advance.

Appropriate Uses

The Visa card exists for the purpose of facilitating certain types of expenditures such as hotel and travel reservations that typically require a credit card. Such purchases include:

- Hotel and Travel reservations
- Purchases from companies who do not support purchase orders

Note that the credit card should not be used as a purchasing short-cut to avoid the process of doing a standard requisition or emergency PO through the Purchasing Division.

Tracking

The following spreadsheet has been created for tracking and documenting ALL credit card purchases.

K:\common\credit card transaction log.xls

It must be updated each time a charge is placed on the credit card and each time a credit card statement is received and paid.

Specifically:

- The administrative employee making the charge is responsible for making a detailed entry on the same day they make the charge
- The administrative person responsible for processing the monthly bill is responsible for updating the spreadsheet to indicate which items have been

paid. In the event that an undocumented transaction exists on the monthly statement, it will be brought to the attention of the Assistant Director for investigation.

Reconciliation and Payment

It is the responsibility of the Administration Division to:

- compare our monthly Visa bill to the tracking spreadsheet each month to ensure that no unauthorized charges were made. As each monthly bill is paid, the tracking spreadsheet must be updated to show that
- If undocumented charges exist on the credit card they will be brought to the attention of the Assistant Director for investigation.